



RENTAL POLICY GUIDELINES AND RENTAL APPLICATION FORM

- ❖ Please note that all properties are rented on a first come first serve basis.
 - ❖ Magnolia Properties does NOT provide roommate placement services.
 - ❖ Properties are rented as a whole.
 - ❖ Rent will not be split among multiple tenants.
 - ❖ No partial payments accepted.
-
- ❖ All information submitted is used collectively to qualify each applicant.
 - ❖ Information submitted becomes property of MPM ALBANY LLC dba Magnolia Properties



Individual Qualified Applicant Requirements

- \$35.00 application fee by money order per person for unmarried individuals.
- Must be at least 20 years old or provide a parental or legal guardian guarantee of lease.
- Guarantor must sign and have notarized the Guarantor of Lease included in the application and submit a copy of his/her driver's license.
- Proof of income (Last 2 pay-stubs for applicant or guarantor). Educational loans and grants are not accepted as income.
- Applications must be completed in their entirety to be accepted. Incomplete applications will be declined and application fee shall be forfeited.
- Each unmarried individual must complete an application.

Upon Approval

- Security Deposit or Holding Fee must be placed on the unit within 48 hours of approval.
 - Security Deposit = 1 months' rent (with qualified credit)
 - Holding Fee = ½ of Security Deposit. Applied towards Security Deposit on move-in.
- Security Deposit and move-in within seven (7) days, or
- Holding Fee and move-in within 30 days. Failure to execute lease within 30 days will result in forfeiture of your Holding Fee.

Move-In

- Rent amount and security deposit balance (if any) are due at lease signing.
- Rent shall be pro-rated for the remaining days of each month if applicable.
- Move-in after the 20th of the month shall require pro-rated amount plus the following months full rent.

Pet Policy

- Most of our properties are pet friendly. (Breed Restrictions Apply – See our pet policy)
- \$250 non-refundable pet fee per pet.
- \$10 per month pet charge added to your rent amount.
- Maximum of 2 pets.
- 30lb. maximum weight per pet.

Move-Out

- Must provide 30-day written notice.
- All move-outs based on the end of a calendar month.
- Move-outs are NOT pro-rated.
- Entire final month's rent must be paid.
- Security Deposit cannot be used for final rent payments.

MPM Albany LLC Rental Application

NOTICE: IN COMPLIANCE WITH PUBLIC LAW, A ROUTINE CREDIT INQUIRY MAY BE MADE IN CONNECTION WITH YOUR APPLICATION FOR A TENANCY.

Applicant Information

Name:			SSN:		
Date of birth:	Age:	Phone: []	Cell: []		
Email:		Driver's License #:		Exp:	
Number of Family Members in Residence: _____ Adults _____ Children			# of Pets: _____ Dogs _____ Cats		
Current address:					
City:		State:		ZIP Code:	
Own	Rent	(Please circle)	Monthly payment or rent:		How long?
Landlord:			Phone: []		
Previous address:					
City:		State:		ZIP Code:	
Owned	Rented	(Please circle)	Monthly payment or rent:		How long?
Landlord:			Phone: []		

Employment Information

Current employer:					
Employer address:				How long?	
Phone: []		E-mail:		Fax: []	
City:		State:		ZIP Code:	
Position:		Income: \$ _____ Month / Week		Payday: Weekly / 2-weeks / Monthly	
Other Income: \$ _____		Other Income Source:		Other Income Payday: Weekly / Monthly	

Emergency Contact

Name of a person not residing with you:			
Address:			
City:	State:	ZIP Code:	Phone: []
Relationship to Applicant:			

Co-applicant Information, if Married

Name:			SSN:		
Date of birth:	Age:	Phone: []	Cell: []		
Driver's License #:			Exp:		Email:

Co-applicant Employment Information

Current employer:					
Employer address:				How long?	
Phone: []		E-mail:		Fax: []	
City:		State:		ZIP Code:	
Position:		Income: \$ _____ Month / Week		Payday: Weekly / Bi-Monthly / Monthly	
Other Income: \$ _____		Other Income Source:		Other Income Payday: Weekly / Monthly	

Personal References

Name:		City:	Phone: []
Name:		City:	Phone: []
Name:		City:	Phone: []

Vehicle Information

Year:	Make:	Model:	Tag:	Insured:
Year:	Make:	Model:	Tag:	Insured:

OFFICE USE	Property	Unit / Apt	Pets	Agent	Accepted	Declined
-------------------	----------	------------	------	-------	----------	----------

MPM Albany LLC Rental Application

NOTICE: IN COMPLIANCE WITH PUBLIC LAW, A ROUTINE CREDIT INQUIRY MAY BE MADE IN CONNECTION WITH YOUR APPLICATION FOR A TENACY.

Guarantor Information				Relationship to Applicant(s):	
Name:			SSN:		
Date of birth:	Age:	Phone:[]	Cell: []		
Email:		Driver's License #:		Exp:	
Current address:					
City:		State:		ZIP Code:	
Own	Rent	(Please circle)	Monthly payment or rent:		How long?
Employment Information					
Current employer:					
Employer address:				How long?	
Phone: []		E-mail:		Fax: []	
City:		State:		ZIP Code:	
Position:		Income: \$ Month / Week		Payday: Weekly / 2-weeks / Monthly	
Other Income: \$		Other Income Source:		Other Income Payday: Weekly / Monthly	
Emergency Contact					
Name of a person not residing with you:					
Address:					
City:		State:		ZIP Code:	
Phone: []					
Relationship to Guarantor:					
Personal References					
Name:		City:		Phone: []	
Name:		City:		Phone: []	
Name:		City:		Phone: []	
Guarantor Signature					
EVERYTHING THAT I HAVE STATED IN THIS APPLICATION IS CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT YOU WILL RETAIN THIS APPLICATION WHETHER OR NOT IT IS APPROVED. YOU ARE AUTHORIZED TO CHECK MY CREDIT AND EMPLOYMENT HISTORY AND TO ANSWER QUESTIONS ABOUT YOUR CREDIT EXPERIENCE WITH ME.					
Signature of Guarantor:				Date:	

Applicant Signatures						
EVERYTHING THAT I HAVE STATED IN THIS APPLICATION IS CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT YOU WILL RETAIN THIS APPLICATION WHETHER OR NOT IT IS APPROVED. YOU ARE AUTHORIZED TO CHECK MY CREDIT AND EMPLOYMENT HISTORY AND TO ANSWER QUESTIONS ABOUT YOUR CREDIT EXPERIENCE WITH ME.						
Signature of Applicant:					Date:	
Signature of Co-applicant:					Date:	
OFFICE USE	Property	Unit / Apt	Pets	Agent	Accepted	Declined

Guaranty of Lease Agreement

The undersigned, being over 21 years of age, the owner(s) of real property and currently employed, hereby agrees to guarantee payment of all sums due by _____ (Tenant) under the above-referenced Lease Agreement including but not limited to rent, fines and damages of which Tenant shall or may be liable during the Lease Term, and any extensions or renewals thereof either by agreement or holdover, and any increases in the rental amount or substitutions or deletions of different tenant(s) or transfer to a different rental unit or placement in a temporary housing unit and fulfillment of all other terms and conditions of said Lease Agreement.

Notwithstanding any provision to the contrary, the guarantor's signature on this Guaranty of Lease Agreement guarantees all amounts due under this Lease Agreement, this being applied to the rent due for the property in question. We further agree that, in the event landlord pursues collections of our liability, that we shall be further liable for all cost of collection as allowed by law. In no case shall the amount recovered against any tenant or guarantors exceed the total rent, late fees, legal fees and damages due under this Lease. In the event of litigation, we hereby consent to the jurisdiction of the Municipal Courts of Albany, Georgia.

READ CAREFULLY BEFORE SIGNING

Guarantor's Name: _____ Date: ____/____/____

Guarantor's Signature

Guarantor's Relationship to Tenant

Guarantor's Address

Guarantor's Social Security Number

City, State and Zip Code

Guarantor's Driver's License Number

Guarantor's Work Phone Number

Guarantor's Home Phone Number

Place of Employment

STATE OF: _____

COUNTY OF: _____

Before me, a Notary Public in and for said County and State, personally appeared _____ and _____, parties hereto, who acknowledged to me that they did sign the foregoing instrument and that the same is a free act and deed. IN TESTIMONY WHEREOF, I have hereunto set my hand and official seal at _____ on the _____ day of _____, 20____.

Notary Public

Magnolia Properties
2391 Meadowlark Commons Court
Albany, GA 31707